

**DEPARTMENT OF DEFENSE**  
**CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL**

**EMPLOYEE NAME:** Martin, Brian K  
(Last, First, Middle Initial)

**DoD ID**  
**NUMBER:** (b) (6)

**APPRAISAL**  
**YEAR (YYYY):** 2018

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S.C. 43, Performance Appraisal; 5 CFR 430.205, Agency Performance Appraisals; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; and DoDI 1400.25, Volume 431, DoD Civilian Personnel Management System: Performance Management and Appraisal Program; and DoDI 1400.25, Volume 1100, Civilian Human Resources Management Information Technology Portfolio.

**PRINCIPAL PURPOSE(S):** To document performance elements, associated performance standards, progress review(s) and ratings of record.

**ROUTINE USE(S):** Applicable Blanket Routine Use(s) are: Law Enforcement Routine Use, Disclosure When Requesting Information Routine Use, Disclosure of Requested Information Routine Use, Congressional Inquiries Routine Use, Disclosure to the Office of Personnel Management Routine Use, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, Disclosure to the Merit Systems Protection Board Routine Use, and Data Breach Remediation Purposes Routine Use. The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found online at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

The applicable system of records notice is DPR 34 DoD, Defense Civilian Personnel Data System, located at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570697/dpr-34-dod.aspx>.

**DISCLOSURE:** Voluntary; however, if you are unable or unwilling to complete the administrative portion, your supervisor will complete it to ensure performance review is linked to individual performance, recognition, and awards.

**INSTRUCTIONS FOR COMPLETING THE CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL**

**Cover Sheet (Page 1):** Enter the employee's full name, DoD ID number, and the current appraisal year. (Completed by employee or Rating Official/Supervisor.)

**PART A - Administrative Data.** (Completed by employee and/or Rating Official/Supervisor.)

1. Appraisal Period: a. Enter the rating start date of the appraisal cycle. b. Enter the end date of the appraisal cycle. c. Enter the Effective Date of the Rating of Record. NOTE: The DoD Performance Management and Appraisal Program cycle is April 1 - March 31 with effective date June 1. The minimum evaluation period is 90 calendar days.
2. Employee Name: Enter the name of the employee (last, first, middle initial).
3. DoD ID Number: Number found on the back of Common Access Card (NOTE: Do not enter SSN).
4. Position Title and Position Description Number: Enter the official position title and official position description number found in block 15 of SF-50.
5. Pay Plan/Occupational Code/Grade/Step: Enter the employee's pay plan, occupational code (series), grade, and step as of the date the performance plan is established. May be found in blocks 16, 17, 18 and 19 of SF-50.
6. Organization: Enter the name of the employee's organization.
7. Duty Station: Enter the duty station found in block 39 of SF-50.

**PART B - Acknowledgement of Performance Discussions.** (Completed by employee, Rating Official/Supervisor and Higher Level Reviewer in accordance with DoDI 1400.25 Volume 431 and local policy.)

Enter full name, signature and date of acknowledgement by employee, rating official/supervisor and higher level reviewer as appropriate to document the communication of performance plan(s), progress review(s), modification(s) and rating(s) of record. If modification(s) to the performance elements and standards are required, enter date modification occurred.

**PART C - DoD Core Values and Organizational Goals.** (Completed by Rating Official/Supervisor and discussed with employee.)

DoD Core Values of Leadership, Professionalism, and Technical Knowledge. DoD Core Values and Component/Organization goals and mission statements will be discussed with employees and annotated on all performance plans in accordance with DoDI 1400.25, Volume 431.

**PART D - Performance Element and Standards.** (Completed by the employee and Rating Official/Supervisor.)

**NOTE: Use the "Duplicate" button at the top of the page to duplicate this page for each element developed.**

1. Total Number of Elements. Enter the total number of elements.
2. Element Number. Enter the corresponding number to the element against which the employee is being evaluated.
3. Element Title. Enter the title of the element.
4. Effective Date. Enter date the element was approved (whether initial establishment or newly modified - whichever is more recent).
5. Element and Standard(s). Write elements and associated standards that are clearly aligned with the organization's mission.
6. Employee Input (optional). Employees are encouraged to provide a written account of their accomplishments related to each element and associated standards provided in their performance plan. For example, the employee may describe how their contributions enabled mission accomplishment.
7. Performance Element Narrative. Supervisors are required to justify performance element ratings of "Outstanding" or "Unacceptable" with a narrative. A narrative is highly encouraged for "Fully Successful" element ratings. The performance narrative must address the employee's performance against the specific element. Employees are not given a performance narrative or performance elements ratings on progress reviews in accordance with DoDI 1400.25, Volume 431.
8. Element Rating. Mark (X) a rating for each element (5, 3, 1, or NR (Not Rated)).

**NOTE:** Review employee position descriptions to ensure they are relevant.

**PART E - Performance Rating Summary.** (Completed by Rating Official/Supervisor.) See below for column usage.

**Element Number** - From Part D block 2., number of the element(s) for which the employee is being evaluated (10 elements maximum).

**Element Title** - Enter title of element (refer to Part D block 3).

**Element Rating** - Enter the rating for the element (5, 3, or 1) (refer to Part D block 8).

**Summary Rating:** Summary Rating is obtained by adding the values in the Element Rating column and dividing by the number of rated elements (round to the nearest tenth). Enter the result in Block A1.

**Rating of Record:** Use the Summary Rating in block A1 to determine the Rating of Record in Block A2. Compare the A1 value to the Summary Level Chart to obtain the Rating of Record.

**NOTE:** When a rating on any element is "1" - Unacceptable, the overall Rating of Record shall be "1" - Unacceptable, regardless of the Summary Rating. Higher Level Review is required in accordance with DoDI 1400.25, Volume 431.

**Continuation Sheet.** If additional space is needed for general information, progress reviews, or responses, use this page and duplicate as needed. Each continuation sheet and item being continued must be numbered.

**DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL**

**PART A – ADMINISTRATIVE DATA**  
(To be completed by Employee or Rating Official/Supervisor)

<b>1. APPRAISAL PERIOD</b>	<b>a. START DATE (YYYYMMDD)</b> 20170401	<b>b. END DATE (YYYYMMDD)</b> 20180331	<b>c. RATING OF RECORD EFFECTIVE DATE (YYYYMMDD)</b> 20180601
<b>2. EMPLOYEE NAME (Last, First, Middle Initial)</b> Martin, Brian K		<b>3. DoD ID NUMBER</b> (b) (6)	
<b>4. POSITION TITLE AND POSITION DESCRIPTION NUMBER</b> HEALTH SYSTEMS SPECIALIST		<b>5. PAY PLAN/OCCUPATIONAL CODE/GRADE/STEP</b> GS/0671/14/07	
<b>6. ORGANIZATION</b> BUMED DETACHMENT JACKSONVILLE NV1842810 01		<b>7. DUTY STATION</b> JACKSONVILLE / DUVAL / FLORIDA	

**PART B – ACKNOWLEDGEMENT OF PERFORMANCE DISCUSSION**  
(Completed by Employee, Rating Official/Supervisor, and Higher Level Reviewer (Manager) in accordance with DoDI 1400.25, Volume 431)

	<b>PERFORMANCE PLAN/ VALUES DISCUSSION</b>	<b>PROGRESS REVIEW</b>	<b>MODIFICATIONS (If applicable)</b>	<b>RATING OF RECORD</b>
<b>EMPLOYEE:</b> Signature:	Brian K Martin	Brian K Martin		Brian K Martin
Date (YYYYMMDD)	20170519	20171101		20180502
<b>RATING OFFICIAL/ SUPERVISOR:</b> Printed Name:	Morris, Shawn M LCDR	Morris, Shawn M LCDR		Morris, Shawn M LCDR
Signature:	Shawn M Morris	Shawn M Morris		Shawn M Morris
Date: (YYYYMMDD)	20170505	20171019		20180501
Communication Method (face-to-face, telephone, other)	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Telephone <input checked="" type="checkbox"/> Other: E-mail (BUMED Detachment)	<input type="checkbox"/> Face-to-face <input checked="" type="checkbox"/> Telephone <input type="checkbox"/> Other:	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Telephone <input type="checkbox"/> Other:	<input type="checkbox"/> Face-to-face <input checked="" type="checkbox"/> Telephone <input type="checkbox"/> Other:
<b>HIGHER LEVEL REVIEWER:</b> Printed Name:	Burke, III, Thomas F CDR			Burke, III, Thomas F CDR
Signature:	Thomas F Burke, III			Thomas F Burke, III
Date: (YYYYMMDD)	20170504			20180501

**MODIFICATION(S) TO PERFORMANCE ELEMENTS AND STANDARDS (If applicable):** (Limited to 2,000 characters)

**DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL**

**EMPLOYEE NAME:** Martin, Brian K **DoD ID NUMBER:** (b) (6) **APPRAISAL YEAR (YYYY):** 2018  
(Last, First, Middle Initial)

**PART C - DoD CORE VALUES and ORGANIZATIONAL GOALS** (Completed by Rating Official/Supervisor and discussed with employee.)  
**DoD Core Values of Leadership, Professionalism, and Technical Knowledge**

DoD Core Values and Component/Organization goals and mission statements will be discussed with the employee and annotated on all performance plans in accordance with DoDI 1400.25, Volume 431. (Limited to 1,000 characters)

M3 Mission/objectives: "To enable, guide, and assess the effective execution of healthcare policies throughout the Navy Medicine enterprise to ensure medical readiness, effective deployment of leading clinical practices and delivery of high value care to our beneficiaries"

**PART D - PERFORMANCE ELEMENT AND STANDARDS** (Completed by the employee and Rating Official/Supervisor.)

1. TOTAL NUMBER OF ELEMENTS (Max. 10 elements)	2. ELEMENT NUMBER	3. ELEMENT TITLE	4. EFFECTIVE DATE (YYYYMMDD)
3	1	Program Management	20170417

**5. ELEMENT AND STANDARD(S)** (Limited to 1,500 Characters)

In support of Navy Medicine's mission, The Privacy Officer shall continue to develop and improve compliance tools, policies and procedures, coordinate compliance activities and responses, assist with mitigation efforts, distribute critical information to the field, assist Region and local Privacy Officers with policy guidance, and monitor compliance metrics . Within one week of receipt of changes or updates to policies or standard operating procedures ensure subordinate echelon activities receive the latest policy developments impacting privacy and security operations. Collate and analyze data semi-annually on breaches and compliance metrics. Monitor enterprise training efforts at least quarterly and provide guidance when training rates fail to exceed 85%. Ensure effective communication with Region Privacy Officers and subordinate commands concerning current and future initiatives. Coordinate with BUMED Legal, BUMED M6, BUMED IG, BUMED M8 MICP , other BUMED Codes, DHA Privacy and Civil Liberties Office and other agencies to ensure current and future initiatives are implemented and sustained.

**6. EMPLOYEE INPUT** (Optional) (Completed by Employee - Limited to 2,000 characters)

**(b) (6)**

**7. PERFORMANCE ELEMENT NARRATIVE** (Completed by Rating Official - limited to 2,000 characters)

**(b) (6)**

**8. ELEMENT RATING** (X one):

☒ **(b) (6) 5 - OUTSTANDING**  
(Requires justification)

☐ **(b) (6) 4 - FULLY SUCCESSFUL**

☐ **(b) (6) 3 - UNACCEPTABLE**  
(Requires justification)

☐ **NR - NOT RATED**

**DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL**

**EMPLOYEE NAME:** Martin, Brian K **DoD ID NUMBER:** (b) (6) **APPRAISAL YEAR (YYYY):** 2018

**PART C - DoD CORE VALUES and ORGANIZATIONAL GOALS** (Completed by Rating Official/Supervisor and discussed with employee.)

**DoD Core Values of Leadership, Professionalism, and Technical Knowledge**

DoD Core Values and Component/Organization goals and mission statements will be discussed with the employee and annotated on all performance plans in accordance with DoDI 1400.25, Volume 431. (Limited to 1,000 characters)

M3 Mission/objectives: "To enable, guide, and assess the effective execution of healthcare policies throughout the Navy Medicine enterprise to ensure medical readiness, effective deployment of leading clinical practices and delivery of high value care to our beneficiaries"

**PART D - PERFORMANCE ELEMENT AND STANDARDS** (Completed by the employee and Rating Official/Supervisor.)

1. TOTAL NUMBER OF ELEMENTS (Max. 10 elements)	2. ELEMENT NUMBER	3. ELEMENT TITLE	4. EFFECTIVE DATE (YYYYMMDD)
3	2	Program Development	20170503

**5. ELEMENT AND STANDARD(S)** (Limited to 1,500 Characters)

In support of Navy Medicine's mission, establish Fiscal Year 2018 program objectives to include submission of Plan of Action and Milestones, mission specific travel assignments, resource requirements (budgetary and technical for next FY), and maintain industry expertise in Healthcare Privacy and Security. Ensure POA&Ms are met in accordance with direction and approval of Department Head, Patient Administration and Director Healthcare Business and Administration. Propose innovative ways to mitigate risks, promote compliance, and track privacy/security metrics. Ensure support to BUMED Legal and the Privacy Charter for execution of Privacy Act requirements to SORNS, command assessments, and communication requirements to OPNAV 36. Provide technical guidance and support to subordinate and supported region commands to minimize non-compliance with federal regulatory and DoD directives that address privacy and security of protected health information and other sensitive but not classified data identified in a system of records. Ensure periodic progress reports are available to BUMED M3 leadership and provide comprehensive reports, minutes, and/or trip reports to appropriate leadership to include BUMED Codes, subordinate activities, or region commands as needed for program development. Work collaboratively with the HIPAA Security officer and BUMED Code M6 to ensure Privacy Impact Assessments, DSAs, and other privacy/security matters are compliance with DoD and DoN guidance.

**6. EMPLOYEE INPUT** (Optional) (Completed by Employee - Limited to 2,000 characters)

(b) (6)

(Completed by Rating Official - limited to 2,000 characters)

(b) (6)

**8. ELEMENT RATING** (X one):

(b) (6) 5 - OUTSTANDING  
(Requires justification)

(b) (6) 3 - FULLY SUCCESSFUL

(b) (6) - UNACCEPTABLE  
(Requires justification)

☐ NR - NOT RATED



**DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL**

**EMPLOYEE NAME:** Martin, Brian K **DoD ID NUMBER:** (b) (6) **APPRAISAL YEAR (YYYY):** 2018  
(Last, First, Middle Initial)

**PART C - DoD CORE VALUES and ORGANIZATIONAL GOALS** (Completed by Rating Official/Supervisor and discussed with employee.)  
**DoD Core Values of Leadership, Professionalism, and Technical Knowledge**

DoD Core Values and Component/Organization goals and mission statements will be discussed with the employee and annotated on all performance plans in accordance with DoDI 1400.25, Volume 431. (Limited to 1,000 characters)

M3 Mission/objectives: "To enable, guide, and assess the effective execution of healthcare policies throughout the Navy Medicine enterprise to ensure medical readiness, effective deployment of leading clinical practices and delivery of high value care to our beneficiaries"

**PART D - PERFORMANCE ELEMENT AND STANDARDS** (Completed by the employee and Rating Official/Supervisor.)

1. TOTAL NUMBER OF ELEMENTS (Max. 10 elements)	2. ELEMENT NUMBER	3. ELEMENT TITLE	4. EFFECTIVE DATE (YYYYMMDD)
3	3	Compliance Assessments and Mitigation Support	20170503

**5. ELEMENT AND STANDARD(S)** (Limited to 1,500 Characters)

In support of Navy Medicine's mission, provide comprehensive compliance report(s) and recommendations to the BUMED M31 Director for Healthcare Business and Administration based on assessments of mission specific commands, BUMED DETs, Region Commands and other targeted subordinate activities during FY17/18 depending on travel budget authorizations and mission priorities. Each site visit shall contain a report summary with findings and recommendations. A minimum of at least 2-3 activities should be targeted for assist visits based on approval of the Director and associated risk findings. Findings/recommendations from BUMED IG, BUMED Codes, or external agencies will be utilized to help target policy initiatives, compliance activities, and mitigation efforts. Coordinate with MEDIG or other external auditors on systemic noncompliance issues impacting the enterprise and develop COAs to address deficiencies.

**6. EMPLOYEE INPUT** (Optional) (Completed by Employee - Limited to 2,000 characters)

(b) (6)

**7. PERFORMANCE ELEMENT NARRATIVE** (Completed by Rating Official - limited to 2,000 characters)

(b) (6)

**8. ELEMENT RATING** (X one):

☒ (b) (6) - OUTSTANDING  
Requires justification

☐ (b) (6) - FULLY SUCCESSFUL

☐ (b) (6) - UNACCEPTABLE  
Requires justification

☐ NR - NOT RATED

<b>DEPARTMENT OF DEFENSE</b> <b>CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL</b>																			
<b>EMPLOYEE NAME:</b> <i>(Last, First, Middle Initial)</i> <u>Martin, Brian K</u>		<b>DoD ID NUMBER:</b> <span style="background-color: black; color: white; padding: 2px 10px;">(b) (6)</span>	<b>APPRAISAL YEAR (YYYY):</b> <u>2018</u>																
<b>PART E - PERFORMANCE RATING SUMMARY</b> <i>(Completed by Rating Official/Supervisor - copy Part D blocks 2, 3, and 8.)</i>																			
a. ELEMENT NUMBER	b. ELEMENT TITLE	c. ELEMENT RATING <i>(5, 3, or 1)</i> <i>(X box if Not Rated)</i>																	
1	Program Management	<span style="background-color: black; color: white; padding: 2px 10px;">(b) (6)</span>	NR																
2	Program Development	<span style="background-color: black; color: white; padding: 2px 10px;">(b) (6)</span>	NR																
3	Compliance Assessments and Mitigation Support	<span style="background-color: black; color: white; padding: 2px 10px;">(b) (6)</span>	NR																
4			NR																
5			NR																
6			NR																
7			NR																
8			NR																
9			NR																
10			NR																
<b>SUMMARY RATING:</b> Obtain by adding the values in the Performance Element Rating column and dividing by the number of rated elements (round to the nearest tenth). Enter result in block A1.			A1 <span style="background-color: black; color: white; padding: 2px 10px;">(b) (6)</span>																
<b>RATING OF RECORD:</b> Obtain by using the Summary Rating against the chart below to determine Summary Level.			A2 <span style="background-color: black; color: white; padding: 2px 10px;">(b) (6)</span>																
<b>SUMMARY LEVEL CHART</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Range</th> <th style="width: 15%;">Summary Level</th> <th style="width: 15%;">Rating of Record</th> <th style="width: 55%;">Summary Level Rating Criteria</th> </tr> </thead> <tbody> <tr> <td>4.3 - 5.0</td> <td>Outstanding</td> <td style="text-align: center;">5</td> <td>The summary rating of all element ratings of 4.3 or greater results in a rating of record of "5" - Outstanding, with no element rated "1" - Unacceptable.</td> </tr> <tr> <td>3.0 - 4.2</td> <td>Fully Successful</td> <td style="text-align: center;">3</td> <td>The summary rating of all element ratings of between 4.2 and 3.0 results in a rating of record of "3" - Fully Successful, with no element rated "1" - Unacceptable.</td> </tr> <tr> <td>2.9 or lower</td> <td>Unacceptable</td> <td style="text-align: center;">1</td> <td>Any element rated as "1" - Unacceptable.</td> </tr> </tbody> </table> <p style="margin-top: 10px;">When a rating on any element is "1" - Unacceptable, the overall Rating of Record shall be "1" - Unacceptable, regardless of the Summary Rating.</p>				Range	Summary Level	Rating of Record	Summary Level Rating Criteria	4.3 - 5.0	Outstanding	5	The summary rating of all element ratings of 4.3 or greater results in a rating of record of "5" - Outstanding, with no element rated "1" - Unacceptable.	3.0 - 4.2	Fully Successful	3	The summary rating of all element ratings of between 4.2 and 3.0 results in a rating of record of "3" - Fully Successful, with no element rated "1" - Unacceptable.	2.9 or lower	Unacceptable	1	Any element rated as "1" - Unacceptable.
Range	Summary Level	Rating of Record	Summary Level Rating Criteria																
4.3 - 5.0	Outstanding	5	The summary rating of all element ratings of 4.3 or greater results in a rating of record of "5" - Outstanding, with no element rated "1" - Unacceptable.																
3.0 - 4.2	Fully Successful	3	The summary rating of all element ratings of between 4.2 and 3.0 results in a rating of record of "3" - Fully Successful, with no element rated "1" - Unacceptable.																
2.9 or lower	Unacceptable	1	Any element rated as "1" - Unacceptable.																
Provide a copy of all pages to employee. Supervisor retains original copy of all pages for records.																			

DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL

EMPLOYEE NAME: Martin, Brian K  
(Last, First, Middle Initial)

DoD ID  
NUMBER: (b) (6)

APPRAISAL  
YEAR (YYYY): 2018

CONTINUATION SHEET #

(If additional space is needed for general information, progress reviews, or responses, use this page and duplicate as needed.  
Each continuation sheet and item being continued must be numbered.)